



HERMES

Hermes Spring Update

Change Log (28/03/2023)



UNITED GRAND LODGE
OF ENGLAND

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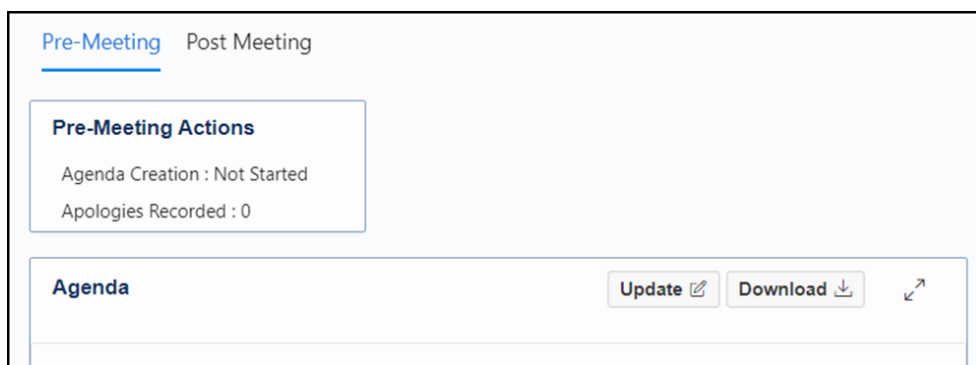
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Guidance

Meeting Management

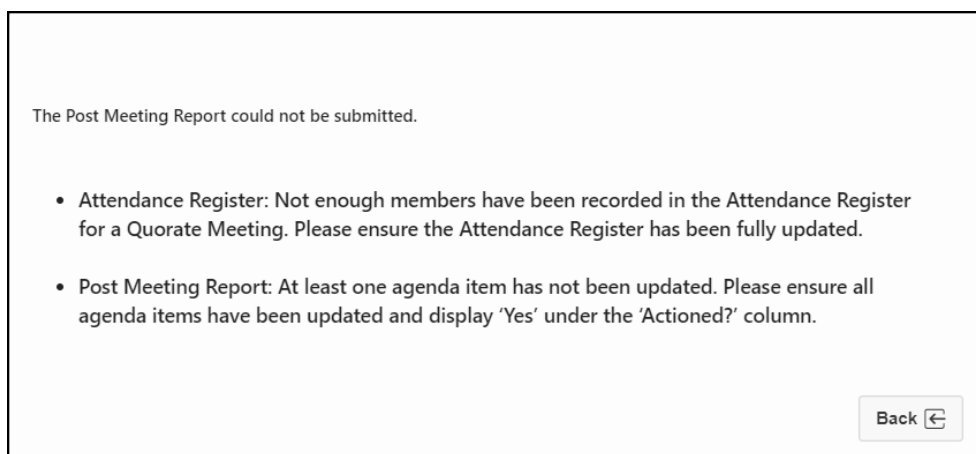
Removal of 'Submit' button with Agenda Creation

Within the Pre-Meeting tab of Meeting Management, the 'Submit' button relating to Agenda Creation has been removed and the process flow redesigned to allow the amendment of agenda items (add, remove and edit) after date of the meeting. A number of smaller modifications have also been made to accommodate this change in process flow, such as amendments to which tab the screen defaults to and new on-screen messages to help direct Hermes Administrators.



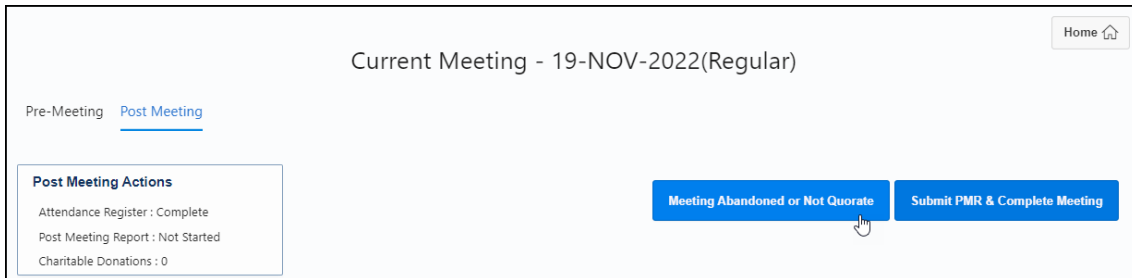
Amendments to 'Submit PMR & Complete Meeting' button

The 'Submit PMR & Complete Meeting' button has been amended so that it no longer submits a meeting if the Attendance Register status is not quorate, and additionally it now is always accessible and will direct the Hermes Administrator with relevant on-screen instruction, as to what aspects of the Post Meeting process are still outstanding.



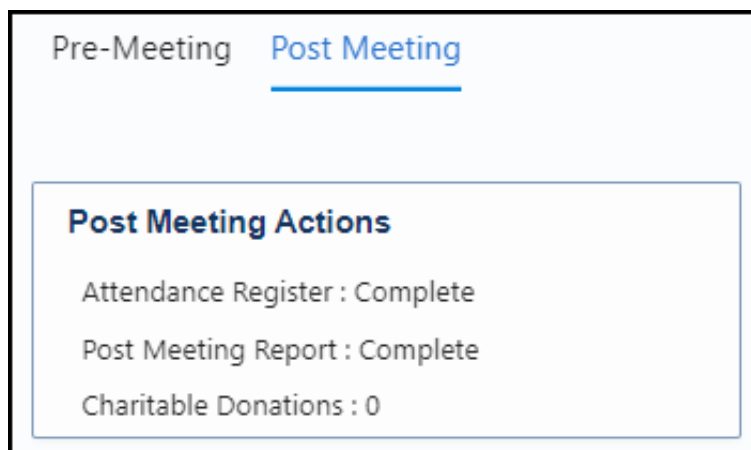
New 'Abandoned or Not Quorate' button

New button added to manually record a meeting as abandoned or not quorate, separating it from the 'Submit PMR & Complete Meeting' button, which previously automatically calculated it based on the Attendance Register status.



Post Meeting Report status always 'Not Started' bug fix

Bug addressed that showed 'Post Meeting Report' as being 'Not Started', even when all agenda items had been appropriately updated. Status will now be 'Not Started', 'In Progress' or 'Complete'.



Amended 'Updated?' label to 'Agenda Item Updated'

Amended the label on the 'Post Meeting Report' and Post Meeting Report 'Update' screen to use a label of 'Agenda Item Updated', rather than 'Updated?' which was confusing.

Post Meeting Report			Update 	
Agenda Item	Detail	Agenda Item Updated		
To Pass	SPENCE, Philip James (10713879)	Yes		
To Ballot as an Honorary Member	BARRETT, David Andrew (8024685)	Yes		

Prohibited saving duplicates within Installation Return screen

Introduced two fixes to prevent the accidental saving of multiple Officers within the same Office when saving an Installation Return.

Comma issue with 'Arrears Amount' on PMR submission

Fixed a bug that resulted in an error upon PMR submission when the 'Arrears Amount' of a R181 was greater than 999.

Comma issue when saving Charitable Donations

Fixed a bug that resulted in an error when saving Charitable Donations that included a Charity with a comma in the name.

Ceremonial Participants

Change to Ceremonial Activities screen to advise to complete attendance register
 New guidance text added to 'Add/Edit Ceremony Participants' screen to reminder Hermes Administrators that they can only select members marked as 'Present' on the Attendance Register.

Add/Edit Ceremony Participants

[Raise Request ?](#)

Ceremony *

Participant *

Reminder: Only members marked as 'Present' in the Attendance Register can be selected as Ceremony Participants.

Honorary Members can now be included as Ceremonial Participants

With the addition of Honorary Members within the Attendance Register, they can now also be selected as Ceremonial Participants.

Add/Edit Ceremony Participants

[Raise Request ?](#)

Ceremony *

Passing (Inc Obligation) ▼

Participant *

- ALLARD, Peter John (9128085)
- ARTHURS, Stephen Baddeley (8222894)
- ASH, Stuart (10842725)
- ASHTON, Ronald Arthur (10994045)
- BALL, LaMelo (11071625)
- BANCHERO, Paolo (11071579)

in the Attendance Register can be selected as Ceremony

Blank GL Ref Ceremonial Activities

Fixed a bug that could occur when saving a Visitor as Ceremony Participant without searching, resulting in a blank GL Ref being stored and an error when submitting the PMR.

Add/Edit Ceremony Participants

[Raise Request](#)

Ceremony *
Entrustment

Participant *
Visitor

Visitor GL Ref **Visitor Name**
CODRON, Nigel Andrew

Attendance Register

Honorary Members

Honorary Members (both Past Subscribing and Never Subscribing) are now included within the Attendance Register, meaning they can be recorded as both 'Present' and 'Apologies'. This will also allow them to be recorded as having participated in ceremonial activities. Additionally the System Generated Email to the Almoner for members who 'Did Not Respond' for 2 consecutive meetings has been amended to only include Subscribing Members.

Regular Meeting on - 19-NOV-2022

[Raise Request](#)

Member ↑	Membership Status	Date Joined	Present	Apologies
BARRETT, David Andrew (8024685)	Subscribing	09-JAN-1999	<input type="checkbox"/>	<input type="checkbox"/>
BEAL, John Samuel (5078598)	Subscribing	23-NOV-1957	<input type="checkbox"/>	<input type="checkbox"/>
BLADON, Derek Raymond (10102004)	Subscribing	20-NOV-2010	<input type="checkbox"/>	<input type="checkbox"/>
BRYANT, Gareth Thomas (9549161)	Subscribing	19-NOV-2016	<input type="checkbox"/>	<input type="checkbox"/>
BULL, Philip Adrian (7142196)	Subscribing	12-MAR-2016	<input type="checkbox"/>	<input type="checkbox"/>
CALLENDER, Lee (10546646)	Subscribing	17-JAN-2015	<input type="checkbox"/>	<input type="checkbox"/>
CHOPPING, John David (9187561)	Subscribing	19-NOV-2016	<input type="checkbox"/>	<input type="checkbox"/>
COWAN, John Mathieson (8337071)	Subscribing	20-JAN-2018	<input type="checkbox"/>	<input type="checkbox"/>
EASTMAN-THOMPSON, Barry George (7070284)	Honorary	27-MAR-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EDWARDS, Charles Nicholas (9202080)	Subscribing	21-JAN-2012	<input type="checkbox"/>	<input type="checkbox"/>

New columns

New columns added to the Attendance Register to indicate Membership Type and Date Joined.

Regular Meeting on - 19-NOV-2022

[Raise Request](#)

Member ↑	Membership Status	Date Joined	Present	Apologies
BARRETT, David Andrew (8024685)	Subscribing	09-JAN-1999	<input type="checkbox"/>	<input type="checkbox"/>
BEAL, John Samuel (5078598)	Subscribing	23-NOV-1957	<input type="checkbox"/>	<input type="checkbox"/>

Sorting

The Member Column, as well as the newly added Membership Type and Date Joined columns, can now be sorted Ascending or Descending as required. The default sort for the Attendance Register will also now be alphabetical by Member, meaning the list is sorted by Surname ascending.

Regular Meeting on - 19-NOV-2022

[Raise Request](#)
[Cancel](#) [Save](#)

Member ↑	Membership Status	Date Joined	Present	Apologies
<div style="border: 1px solid black; padding: 2px;"> ↑ <input type="button" value="Sort Ascending"/> </div> BEAL, JOHN SAMI	Subscribing	09-JAN-1999	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BLADON, Derek Raymond (10102004)	Subscribing	23-NOV-1957	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BRYANT, Gareth Thomas (9549161)	Subscribing	20-NOV-2010	<input type="checkbox"/>	<input type="checkbox"/>
	Subscribing	19-NOV-2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Download Attendance Register

The Attendance Register can now be downloaded, using the newly added 'Download' button available both within the 'Apologies Received' region of the Pre-Meeting tab, and the 'Attendance Register' section of the Post Meeting tab.

Attendance Register		Download	Update
Members Present	30		
Visitors	2		
Apologies	0		
Did not Respond	3		

Attendance Register Document

The Attendance Register Document can be downloaded using the newly added 'Download' buttons, which serves 3 primary purposes:

1. Prior to the meeting to be used as a sign in sheet or tick sheet, to record which members attended a meeting. This should then help Hermes Administrators with entering the attendance in to Hermes.
2. After the Attendance Register has been completed to be stored for the Lodge/Chapter records
3. After the Attendance Register has been completed the final section of the Attendance Register document can be copied and pasted in to the Minutes.

Vega Lodge No.6785

Meeting Date: 19th November 2022

Name	Membership Type	Date Joined	Present	Apologies
BARRETT, David Andrew (8024685)	Subscribing	09/01/1999	✓	
BEAL, John Samuel (5078598)	Subscribing	23/11/1957	✓	
BLADON, Derek Raymond (10102004)	Subscribing	20/11/2010		
BRYANT, Gareth Thomas (9549161)	Subscribing	19/11/2016	✓	
BULL, Philip Adrian (7142196)	Subscribing	12/03/2016	✓	
CALLENDER, Lee (10546646)	Subscribing	17/01/2015		✓
CHOPPING, John David (9187561)	Subscribing	19/11/2016	✓	
COWAN, John Mathieson (8337071)	Subscribing	20/01/2018	✓	

Present:

W Bro David Barrett, W Bro Gareth Bryant, W Bro Philip Bull, W Bro John Cowan, W Bro Barry Eastman-Thompson, W Bro Michael Firth, W Bro Mark Haq, W Bro Michael Jarvis, W Bro Brian Moore, W Bro Frank Moss, W Bro Douglas Orsbourn, W Bro Christopher Pettitt, W Bro Sanjay Petty, W Bro David Sinclair, W Bro Vincent Smith, W Bro Stanley Taylor, W Bro Malik Thomas, W Bro Simon Wernick, Bro John Beal, Bro John Chopping, Bro Vinni Karagounis, Bro William Kemp, Bro David Lowe, Bro Thomas McClean, Bro Brian Pitts, Bro Norman Radford, Bro Carl Spence, Bro Philip Spence, Bro Anthony Walsh, Bro Roy Warren

Apologies:

Visitors:

2

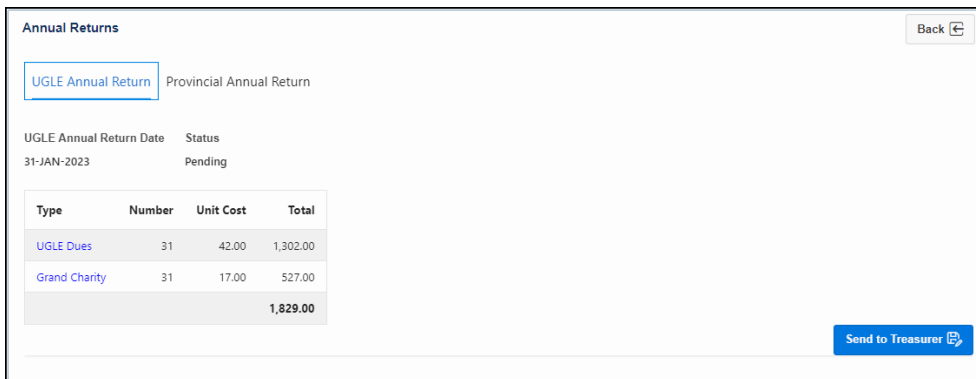
Document downloaded from Hermes on 27/03/2023

(Document abridged for screenshot)

Annual Returns

‘Send to Treasurer’ button will now only send 2 emails, specific to the relevant Annual Return (Prevent duplication of emails to Treasurer)

Previously when clicking the ‘Send to Treasurer’ button the Treasurer would often receive additional emails, some of which may have been for a previously approved Annual Return. The system will now only send the two emails relevant to the Annual Return tab the button was clicked from.



Annual Returns Back ↶

[UGLE Annual Return](#) Provincial Annual Return

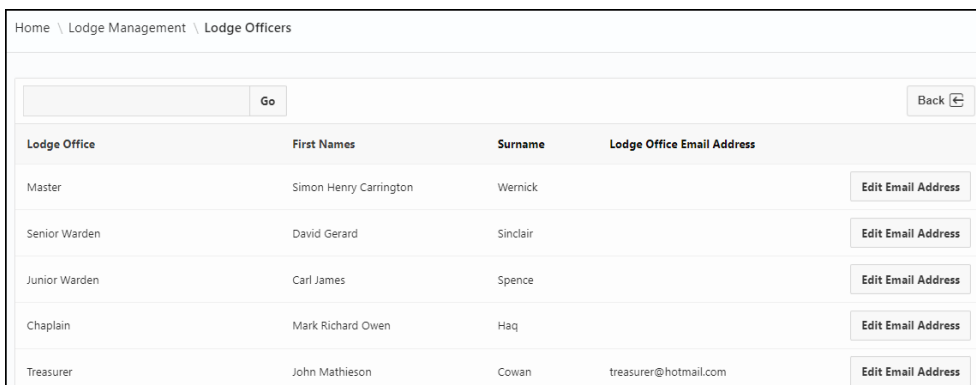
UGLE Annual Return Date: 31-JAN-2023 Status: Pending

Type	Number	Unit Cost	Total
UGLE Dues	31	42.00	1,302.00
Grand Charity	31	17.00	527.00
			1,829.00

[Send to Treasurer](#) ↗

Send to Treasurer will now check for updated email address and prioritise Treasurer Office Specific Email Address

The system will now correctly check for changes to the Treasurer email address when clicking ‘Send to Treasurer’. Previously, after the initial ‘Send to Treasurer’, the email address would not update on subsequent use of the button. Additionally the system will now correctly prioritise an Office Specific Email Address for Treasurer.



Home \ Lodge Management \ Lodge Officers

Back ↶

Lodge Office	First Names	Surname	Lodge Office Email Address
Master	Simon Henry Carrington	Wernick	Edit Email Address
Senior Warden	David Gerard	Sinclair	Edit Email Address
Junior Warden	Carl James	Spence	Edit Email Address
Chaplain	Mark Richard Owen	Haq	Edit Email Address
Treasurer	John Mathieson	Cowan	treasurer@hotmail.com Edit Email Address

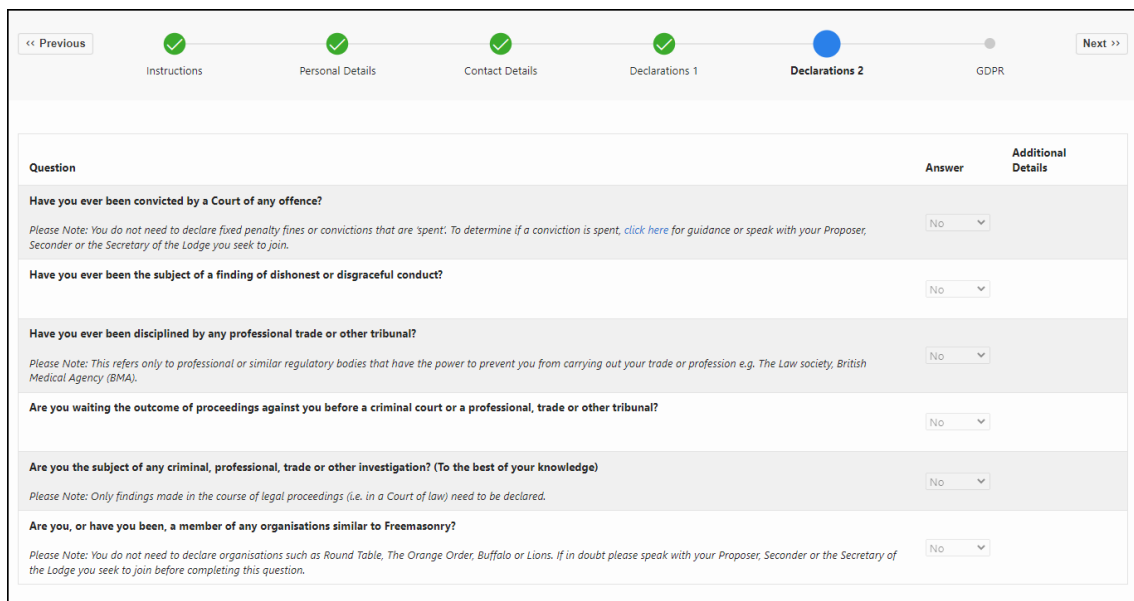
Improved validation of Treasurer Date of Birth when approving Annual Returns

The system will now better validate the Date of Birth of the Treasurer when they approve an Annual Return.

Prospective Members

Online Registration Form Declaration Page Changes

The Declaration pages of the Online Registration Form have been updated to have revised formatting and additional guidance. This guidance should improve the applicants understanding of what to include on the Online Registration Form and thus reduce the number of unnecessary halts.



The screenshot shows a progress bar at the top with steps: Instructions, Personal Details, Contact Details, Declarations 1, **Declarations 2**, and GDPR. Below the progress bar is a table with the following structure:

Question	Answer	Additional Details
<p>Have you ever been convicted by a Court of any offence?</p> <p><i>Please Note: You do not need to declare fixed penalty fines or convictions that are 'spent'. To determine if a conviction is spent, click here for guidance or speak with your Proposer, Seconder or the Secretary of the Lodge you seek to join.</i></p>	No	
<p>Have you ever been the subject of a finding of dishonest or disgraceful conduct?</p>	No	
<p>Have you ever been disciplined by any professional trade or other tribunal?</p> <p><i>Please Note: This refers only to professional or similar regulatory bodies that have the power to prevent you from carrying out your trade or profession e.g. The Law society, British Medical Agency (BMA).</i></p>	No	
<p>Are you waiting the outcome of proceedings against you before a criminal court or a professional, trade or other tribunal?</p>	No	
<p>Are you the subject of any criminal, professional, trade or other investigation? (To the best of your knowledge)</p> <p><i>Please Note: Only findings made in the course of legal proceedings (i.e. in a Court of law) need to be declared.</i></p>	No	
<p>Are you, or have you been, a member of any organisations similar to Freemasonry?</p> <p><i>Please Note: You do not need to declare organisations such as Round Table, The Orange Order, Buffalo or Lions. If in doubt please speak with your Proposer, Seconder or the Secretary of the Lodge you seek to join before completing this question.</i></p>	No	

Amended ORF Output to accommodate Declaration changes

The downloaded ORF output has been amended to reflect the changes made to the Declarations 2 questions, as well as the Declaration 1 formatting.

Removal of duplication of Approver emails if WM/MEZ is also Proposer/Seconder

The system will no longer duplicate emails to the WM/MEZ if they are both Proposer/Seconder and the WM/MEZ. Previously the WM/MEZ could receive 4 emails after approving a Prospective Member as a Proposer/Seconder.

System Generated Emails

Email Job ID Change

System Generated Email processing has been fundamentally redesigned to now create a Job ID when an email is generated linked to a specific process or action within Hermes. Only once a process fully completes will the Email Job ID then be released, meaning there should no longer be occurrences of emails being sent even when an error occurred with a process. Additionally, any emails that are not sent due to server unavailability will now be sent at the end of the day, reducing the likelihood of emails failing to go out.

Email to Lodge Secretary/Chapter Scribes E regarding deceased members removed

The email sent to Lodge Secretary/Chapter Scribes E regarding a member within their unit having been recorded as passing to the Grand Lodge Above has been removed. An email will still be sent to relevant Provincial/District Offices, with recommendation that they pass on the news where necessary.

Updated email to Almoner where a member 'Did Not Respond' for 2 consecutive meetings

Updated Almoner email to only include Subscribing Members who were not Present/Apologies for 2 meetings, to prevent notification of Honorary Members being sent/included.

Updated Agenda Creation Emails to only look for Agenda being started not Submitted

Agenda Creation reminder emails (14 days and 21 days) will now only be sent if the Agenda Creation process is not started, as there is now no submitted status (with button having been removed).

Updated PMR Reminder emails to only look for meeting status Submitted

PMR Submission reminder emails (7 days and 21 days) will now only be sent if the meeting status is not 'Submitted', rather than 'Complete'. This is to accommodate the change to 'Submit PMR & Complete Meeting' button and associated status changes.

Dispensations

Fixed a bug relating to any Dispensation raised that included a meeting place that caused the Dispensation to not be able to be approved

The bug that resulted in Dispensation details not being able to be viewed on Hermes, or the Dispensation not being able to approved by the Provincial/District Office has been resolved.

Updated 'Initiate more than two candidates on the same day [BoC 168]' Dispensation

On the dispensation for "Initiate more than two candidates on the same day [BoC 168]" the paragraph stating "This Dispensation is granted on the condition that the degree shall not be conferred on more than two candidates at one and the same time the whole of the Ceremony to be performed on each occasion except the Charge which may be given to all together." has been removed.

Updated 'Pass more than two candidates on the same day [BoC 168]' Dispensation

On the dispensation for "Pass more than two candidates on the same day [BoC 168]" the paragraph stating "This Dispensation is granted on condition that the degree shall not be conferred on more than two Candidates at one and the same time and that the whole of the Ceremony shall be performed on each occasion." has been removed.

Updated 'Raise more than two candidates on the same day [BoC 168]' Dispensation

On the dispensation for "Raise more than two candidates on the same day [BoC 168]" the paragraph stating "This Dispensation is granted on condition that the degree shall not be conferred on more than two Candidates at one and the same time and that the whole of the Ceremony shall be performed on each occasion." has been removed.

Updated 'Exalt more than two Companions on the same day [Reg 65]' Dispensation

On the dispensation for "Exalt more than two Companions on same day [Reg 65]" the paragraph stating "This Dispensation is granted on the condition that the degree shall not be conferred on more than two Candidates at one and the same time, the whole of the Ceremony to be performed on each occasion." has been removed.

Degree by Request

Removed WM Approval login details from database after approval

Once the WM has approved a Degree by Request, the system will now correctly remove the relevant details from the login table within the database.

Note: This change will have no impact on system functionality.